

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

MILITARY FUNERAL HONORS PROGRAM MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future supervisory and management positions located within the Department of Veterans Affairs which manage and administer the statewide Military Funeral Honors Program. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The supervisory and management position in this classification is located within the Department of Veterans Affairs and manages and administers the statewide Military Funeral Honors Program (MFHP). This position develops and administers the program policies, procedures, rules, and regulations for the MFHP; administers the fiscal, personnel and training programs; represents the agency in presentations to various military and veterans organizations regarding the MFHP; and coordinates the program with a broad range of individuals and organizations, including veterans organizations, funeral directors, funeral planning services, and civic organizations.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

MILITARY FUNERAL HONORS PROGRAM MANAGER

The supervisory and management position in this classification is located within the Department of Veterans Affairs and manages and administers the statewide Military Funeral Honors Program (MFHP). This position develops and administers the program policies, procedures, rules, and regulations for the MFHP; identifies the overall mission, goals, and objectives of the Wisconsin MFHP; interprets the United States Codes related to veterans funeral honors functions to ensure Wisconsin's compliance; obtains information from the federal Department of Defense and other states regarding effective strategies and practices regarding the MFHP; administers the fiscal, personnel and training programs; represents the agency in presentations to various military and veterans organizations regarding the MFHP; plans, develops, and recommends changes to the MFHP; and coordinates the program and functions as an agency liaison with a broad range of individuals and organizations, including the federal Department of Defense, veterans organizations, funeral directors, funeral planning services, civic organizations, and the general public. This position supervises and directs MFHP program staff; promotes and coordinates the MFHP through the education of veterans service organizations, the Wisconsin National Guard, Active Component, County Veterans Service Officers, and other veterans' advocacy groups; coordinates a cooperative network of agencies, organizations, companies and individuals whose interaction can lead to improved funeral honors for veterans; performs special assignments concerning the MFHP; and as needed, perform as a member of a funeral honors detail in uniform, and function as a pallbearer if needed.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. It is required that a person with military experience (i.e., any branch of the military service including National Guard, Reserves, and Coast Guard) or any veteran with other than dishonorable discharge be appointed to this position who can comply with Title 10, United States Code, Section 772 and the specific regulations of the individual armed forces which allow only members or former members of the armed forces to wear the military uniform. Because the duties include carrying and discharging a firearm, employees in this class must be able to pass a background investigation prior to appointment, indicating no unpardoned adult felony convictions and no conviction for a misdemeanor crime of domestic violence.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 to describe the position located within the Department of Veterans Affairs which manages and administers the statewide Military Funeral Honors Program.